

## Basics

### Documents Filed in Error

An incorrectly document filed maybe the result of attaching the wrong PDF file to a docket entry, selecting the wrong document type from the menu or simply entering the wrong case number and not catching the error before the transaction is completed. **Do not attempt to refile the document.**

***Contact the Help Desk and request a correction as soon as possible after an error is discovered.***

Be sure to provide the case number and document number(s) for the docket entry in question. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised if you need to refile the document. Once a transaction is accepted, ECF will not permit you to make changes to the erroneously filed document(s) or docket entry.

### Viewing Transaction Log

This feature, selected from the **Utilities Menu**, allows you to review all transactions processed with your login and password. The data is displayed in chronological order by date and time.

Selection is by date or date range only. The date automatically defaults to the current date.

## Accessing ECF

ECF system is a web-based software program. At this time, Netscape Navigator 4.7 (or earlier versions) and Internet Explorer web browsers have been tested and recommended for use with this program.

### How to Access the System

**Step 1** Users can access the system via the internet at:

<http://canb.uscourts.gov> or <https://ecf.canb.uscourts.gov>

**Note:** For quick access to this site, set a bookmark or create a button on your navigation bar.

### Logging In

**Step 2** The **Welcome Screen** is displayed (**See Figure 3-1**).

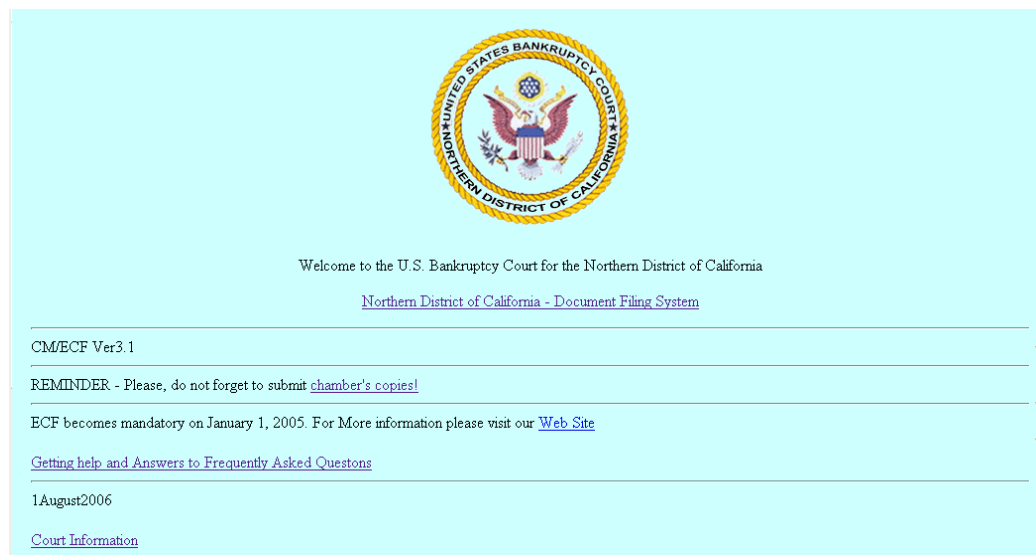


Figure 3-1

Click [Northern District of California-Document Filing System](#).

### Step 3 Logins and Passwords

Internet users (attorneys, trustees and certain creditors) will use two sets of logins and passwords: one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) in order to access reports and queries in ECF. Registered internet users will see the login screen pictured below (**See Figure 3-2**).

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6886 or (210) 301-6440.

An access fee of \$0.00 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**CM/ECF Authentication**

Login:

Password:

client code:

Login Clear

CM/ECF has been tested successfully using Internet Explorer 6.0 and Netscape 7.2 as representative browsers. Other browsers and browser versions may work as well.

**Figure 3-2**

Participants will initially enter their court-issued ECF login and password on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

**Note: The registered user's login and password is the electronic equivalent of their signature.**

Your login and password fields are case sensitive. A login of *c baker* **should not** be entered as *Cbaker* or *CBAKER*. The **password cannot exceed eight characters**. **Logins and passwords are issued by the court's ITD Section.**

The **client code** field is optional and is used by PACER users to

associate this activity to specific customers.

If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when the user selects reports or query from the ECF menu. The PACER program charges **seven cents per page**. However, you will be advised of the number of pages you have selected before accepting the information. After running a report, a PACER summary of pages and costs will appear at the end of the screen.

PACER information and registration is available at:

<http://pacer.psc.uscourts.gov/ecfcbt/>

**Step 4** The ECF Main Menu screen is pictured below (See Figure 3-3).



**Figure 3-3**

Access to the various modules are provided by the blue main menu bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet and generate reports.

**Bankruptcy** If you are filing a new bankruptcy petition or any documents in a bankruptcy proceeding, click **Bankruptcy** from the main menu. This manual provides step-by-step filing instructions for various bankruptcy proceedings.

- Adversary** If you are filing a new Adversary action or filing any documents in an adversary proceeding, click **Adversary** to proceed.
- Query** Query allows you to view information about a case, such as a list of attorneys or current status, as well as the docket sheet. After identifying the case you want, you will see a menu of choices.
- Reports** From the Reports menu, you can run a variety of reports including a case report and docket report.
- Utilities** This option allows you to view a log of transactions you have made in ECF.
- Logout** Allows you to logout of the system. ***It is recommended that you use the logout option when completing any filing or queries in ECF.***



Help feature

For more information on each of these categories (**See Figure 3-4**), click the help icon from the Main Menu.

Answer/Response	File an answer, response or reply to an existing motion/application in an existing bankruptcy case.
Appeal	File an appeal to an existing case.
Batch Filings	File different documents to different (unrelated) cases at the same time (See also, Multi-Case Docketing).
Claim Actions	File documents related to claims that have already been filed.
Court Events	File documents or docket events (e.g., utility events) to which only court users have access.
Creditor Maintenance	Enter the names and addresses of creditors to an existing bankruptcy case, either individually or by uploading a creditor matrix. Also edit existing creditors' names and addresses.
File Claims	File a claim to an existing bankruptcy case.
Motions/Applications	File a motion or application to an existing bankruptcy case.
Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in this document). (See also Batch Filings).
Notices	File a notice to an existing bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to an existing bankruptcy case.
Other	File a miscellaneous document to an existing bankruptcy case.
Plan	File a plan (e.g., chapter 11 plan) to an existing bankruptcy case.
Trustee/US Trustee	File a document related to the chapter trustee or US Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to manage his/her 341 meetings by date.

**Figure 3-4**